



## DCLS Internship FAQs

**Question:** Where will the DCLS internship take place?

**Answer:** Our internships occur within our state-of-the-art laboratory facility located at 600 N. 5<sup>th</sup> Street, Richmond Virginia.

**Question:** I don't live in Richmond. Can DCLS assist me with housing and other local connections?

**Answer:** DCLS does not offer housing recommendations or stipends. If you are accepted into the program please plan to arrange for your own housing prior to beginning your internship. Possible resources for housing in the area may be found at:

<http://www.lovewhatyoufind.com/live/housing/>

<https://www.connectva.org/programs/yrichmond/>

**Question:** I understand these are paid internship opportunities. How much will I earn, if accepted?

**Answer:** If accepted into the program, the compensation will be paid hourly at a rate of \$14/hour for the hours worked. Compensation does not include health insurance, benefits or payment for holidays or hours not worked.

**Question:** When do DCLS internships occur?

**Answer:** Internships will occur during the summer, typically beginning in May or June. The exact internship start and end dates will be coordinated with the specific internship mentor taking into consideration the students school schedule and other planned vacation dates.

**Question:** How long do the DCLS internships last?

**Answer:** DCLS anticipates internships lasting between 10–12 weeks during the summer.

**Question:** What if I have a prior commitment during this timeframe?

**Answer:** Interns will be assigned an internship mentor that will evaluate all requests for time off during the internship period in order to assure that requested time off will not negatively impact the internship project or experience.

**Question:** Will I be working on a project or just washing glassware?

**Answer:** DCLS assigns all interns a laboratory mentor and a project that will benefit the DCLS mission and the interests and goals of the intern. Our intent is to provide a hands-on laboratory experience/project to all interns to allow them to gain practical knowledge and experience in the field of public health. Mentors will provide full project details including scope and objectives upon acceptance into the program.

***Question:*** What type of experiences will an intern gain while working at DCLS?

***Answer:*** DCLS interns will be provided the opportunity to work in a fast paced, diverse public health laboratory environment with potential opportunities to interact with public health officials at the local, state and federal levels. Interns will gain an understanding and hands-on experience with a variety of testing procedures and instrumentation used to analyze samples received by DCLS. The specific types of samples, methods and instrumentation that interns will work with will depend on which laboratory they conduct their internship in at DCLS.

***Question:*** I only want a shadowing opportunity and will accept an unpaid or short term internship. Is this possible if I do not get accepted for a full time internship?

***Answer:*** At this time, DCLS is not accepting interns for shadowing/short term experiences. If you would like to learn more about the work performed at DCLS, we encourage you to contact Crystal Barrett at [crystal.barrett@dgs.virginia.gov](mailto:crystal.barrett@dgs.virginia.gov) to participate in a tour of the facility and discuss future opportunities at DCLS outside of the DCLS Internship Program.

***Question:*** How will I know if you have received my application?

***Answer:*** DCLS will not acknowledge receipt of an application unless specifically requested by the applicant.

***Question:*** Oops, I forgot to include something with my application. Can I add it now?

***Answer:*** Possibly, if the deadline has not passed. You can resubmit a complete application packet postmarked by the official application deadline **or** you can submit a detailed letter identifying your complete contact information and what additional item(s) are to be added to your application. DCLS suggests you contact the internship email address directly to inquire about the status of your application.

***Question:*** How will I know if I have been accepted as an intern?

***Answer:*** All applicants will receive a notification of their internship acceptance status, via email, no later than 60 days after the official application deadline.

***Question:*** Sounds great! How do I apply to be an intern at DCLS?

***Answer:*** Internship applications, deadline, requirements, and additional information is located on our website at

<http://dcls.dgs.virginia.gov>

***Division of Consolidated Laboratory Services***

***Attn: Internship Committee***

***600 North 5<sup>th</sup> Street, Richmond, VA 23219***

***Email: [DCLSIternship@dgs.virginia.gov](mailto:DCLSIternship@dgs.virginia.gov)***